

WYOMING

Bureau of Land Management

**Safety and Occupational Health
Action Plan**

April 2001

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I. Purpose:

The purpose of this plan is to provide policy and direction for the Safety and Occupational Health Programs required of the BLM State Director and delegated to the responsible Deputy State Directors and Field Managers for implementation and compliance.

This safety plan is designed to improve the safety aspects of the environment in which Wyoming employees work and to maintain a safe environment for the public to use.

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II. Authority

Authority for programs that prevent accidents and incidents involving people and property, with respect to the operation of the Bureau of Land Management, is provided by law. The law requires the State Director to develop and support activities that reduce injuries and work-related illnesses among employees, reduce damage to Government property, encourage safety practices, and eliminate work hazards and risks. This authority can be found in 5 U.S.C. 7902; Sections 6 and 19 of P.L. 91-596, Occupational Safety and Health Act of 1970; 29 U.S.C. 651 et. seq., 29 CFR 1960; Executive Order 12196; 485 DM 1-7; and BLM Manual 1112.

III. Policy

It is the policy of the BLM to provide safe and healthy working conditions, to prevent injuries and work-related illnesses to its employees, to protect property from damage, and to provide for the safety of the public when visiting or using the public lands.

IV. Objective:

In accordance with BLM Manual 1112-1, Safety and Health Managers and Collateral-Duty Safety Personnel, located in all Wyoming BLM Offices, will develop annual Safety Action Plans. There are 11 essential elements that form the basis of the Action Plan that must be addressed:

3. Management Leadership
4. Program Resources
5. Training
6. Employee and Volunteer Involvement/Safety and Health Promotion
5. Accident Prevention, Investigation and Reporting
6. Program Management Tools
7. Occupational Health and Industrial Hygiene/Inspections
8. Fire Protection and Disaster Planning
9. Motor Vehicle and Equipment Safety
10. Visiting Public Safety and Health
11. Support and Oversight-Other BLM Programs and Site Specific Items

V. Wyoming Bureau of Land Management Safety Action Plan

1. Management Leadership

- A. The State Director, Deputy State Directors and Field Managers are charged with the responsibility to implement a Safety and Occupational Health Program within their respective areas of responsibility.

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2. Zone and Field Office Collateral Duty Safety Officers and Field Safety Committee members represent Field Managers within their respective Field Office jurisdictions. Collateral Duty Safety Officers should be allowed, on average, a minimum of 1-1/2 hours per day (20%) to work on safety and health program requirements located at their facility.
3. Supervisors are responsible for overseeing the acquisition, maintenance and use of safety equipment, personal protective equipment and other devices reasonably necessary for employee protection. Supervisors are also responsible for providing safety training to their employees.

FY 2001 GOAL:

Managers will attend, at minimum, one training session that introduces the basic principles of Risk Management as identified in the Wyoming State Safety Policy.

2. Program Resources

Management will provide and budget for the necessary staff, funding, materials, supplies and equipment to effectively administer the activities of the Wyoming Safety and Health Program. Managers will ensure that mandatory requirements of the Safety Program are being met, known safety hazards are being addressed, and abatement procedures are in place.

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FY 2001 GOAL:

The State Safety Manager will identify priority safety funding for projects and programs which have immediate needs and submit these for budget approval. This request is in addition to already submitted State/Field Office Safety budget requests.

Funding will be requested for:

- " Contract for an evaluation of the State Office workstations, furniture, and employee work habits/posture to determine what must be replaced or modified and if training is needed to insure compliance with the new OSHA Ergonomic Standard;
 - " Replacement of flammable containers that do not conform to the Occupational Safety and Health Administration (OSHA) Type II Safety Cans for Flammable Liquid Storage as per IM-2000-087;
 - " Purchase of a dosimeter to more effectively evaluate employee exposure to noise in their work environments;
 - " Purchase air monitor to check air quality in work environments and confined spaces.
3. Training

Safety and health training will be developed and implemented for all employees. The State Safety and Occupational Health Manager and all Collateral Duty Safety Officers will receive training adequate for them to competently perform their duties. All training programs will address the mandatory OSHA requirements, as well as the site specific items within the areas.

FY 2001 GOAL:

- " Orientation for all new and transferred employees: Appropriate safety training will be provided before new employees, volunteers and employees with changed/additional assignments perform their duties.
- " Safety and Health training for supervisors: All supervisors will be trained in their OSHA mandated responsibilities for providing and maintaining the safe and healthful working conditions for their employees and volunteers.

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- " Integration of safety considerations in all training: All managers and supervisors will emphasize the need to integrate safety and health issues as a standard component for all training. All training programs will address any mandatory OSHA requirements as well as the job and site specific safety hazards. **All training will be documented.**
- " Training will be provided for all employees on specific OSHA requirements that pertain to their workplace and their job assignments or identified in their Job Hazard Analysis or Risk Assessment. Personal Protective Equipment (PPE) requirements for all job functions will be reviewed by supervisors and employees together with appropriate training provided and documented.
- " Core competencies have been established at the national level to provide the foundation required for all safety personnel to competently perform their duties. Managers and supervisors will support safety personnel in receiving this training which will allow them to obtain the expertise to function effectively within our organization. Funding will be provided for, at least, the minimum core competency training requirements at the Field Office level. (OSHA-600 Course.)

4. Employee and Volunteer Involvement/Safety and Health Promotion

Employee and volunteer involvement is the key to the success of any Safety and Health Program. The degree of this involvement is a reflection of Management's commitment to a program that rewards good performance. Every office shall adopt a plan for the recognition of outstanding safety achievements by individuals or groups. Management will also encourage the participation of employees on safety groups that are organized to address safety issues, and dedicated to the improvement of our working environment. Management is to encourage and promote the Safety Program within their respective offices by attitude, examples, and direction. Employees and Volunteers will observe and follow all safety and health procedures, and will report all unsafe and unhealthy conditions to their supervisors for corrective action.

Safety recognition will be awarded to individuals making significant contributions to employee safety. Major safety contributions will be recognized at the highest State Management level.

FY 2001 GOAL:

- " The State Safety Manager and the Field Safety Specialist will recognize exemplary

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safety contributions through the awards program commensurate with the achievement.

- " As primary safety award recognition for employees, the State Safety Committee will be asked to select two candidates (non-safety) who have contributed significantly to employee safety. These individuals will be recognized by the State Director for their contributions at one of the quarterly all employee meetings.
- " Information and feedback on briefings conducted by the Bureau Safety Manager will be distributed to all Wyoming safety personnel by the State Safety Manager.

5. Accident Prevention, Investigation and Reporting

An integral part of a safety program is the reporting and investigating of accident and incidents involving BLM employees. Analysis of these reports permits management to identify unsafe and unhealthful working conditions which assists in future safety planning, programming, and prevention. The reports are also needed to protect the rights of the injured employee and the Federal Government.

Supervisors are responsible for initiating investigations of all accidents/incidents either personally or through an appropriately designated investigator. Supervisors shall ensure all accident investigations are thoroughly investigated and accident reports are submitted timely.

All serious accidents will be investigated pursuant to the protocol outlined in the Bureau Safety Handbook H-1111-1. A serious accident is defined as an employee fatality or the hospitalization of three or more employees.

Analysis of these reports permits Management to identify unsafe and unhealthy working conditions which assist in future safety planning, programming, and prevention. The reports are also needed to protect the rights of the injured employee and the Federal Government.

All accidents will be recorded into the Safety Management Information System (SMIS) by the supervisor. This information will be reviewed for accuracy by the local reviewing authority (Collateral Duty Safety Officer). Every report submitted through SMIS will be automatically forwarded to the State Safety Manager to be reviewed and posted to the permanent database.

State/Field Safety personnel will provide statistical analysis of accidents to managers

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upon request. The State Safety Manager will, at a minimum, prepare an end of the year statistical analysis for the Wyoming Management Team review, as well as a presentation to the State Safety Committee.

FY 2001 GOAL:

SMIS accident reports by fire personnel will be made by the responsible office within a reasonable time frame. During fire assignment two weeks is considered reasonable. Delayed reporting can jeopardize processing employee claims and provides inaccurate data.

6. Management Tools

Management must ensure that facilities occupied by Bureau employees, volunteers, and public lands, which are visited by the general public, provide an environment safe and free of hazards that would endanger their safety, health and well being. Also, Managers must determine the degree of compliance with OSHA, Bureau and Department Regulations/Standards, established to protect employees and the public from workplace and environmental conditions that would be threatening.

7. Occupational Health and Industrial Hygiene/Inspections

Managers must ensure control of occupational or industrial-type hazards in minimizing or preventing accidents or illnesses in the workplace. In compliance with the requirement to provide safe and healthful work conditions for all BLM employees, it is necessary to identify the hazards associated with the materials used by BLM employees.

At least annually, a Safety Specialist/Manager will conduct a thorough safety inspection of all facilities. This includes primary facilities occupied by BLM employees and volunteers. It also includes BLM facilities on public lands which are visited by the public, to provide an environment safe and free of hazards that would endanger their safety, health, and well being.

A written inspection report, recommendations for remediation of identified hazards, and an Abatement Plan and schedule will be provided to the responsible manager. Safety personnel must insure the Abatement Plan has been completed. Supervisors, employees, and safety personnel will conduct periodic safety inspections of their work areas. Recommendations will be made for the abatement of any unsafe or unhealthful conditions.

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FY 2001 GOAL:

- " A Wyoming Statewide Safety Program Management Review (PMR) was completed in FY 2000 by the Bureau Safety Manager. Utilize the evaluation criteria provided by the PMR to provide a benchmark for the Wyoming State Safety Team.
- " Provide complete and total cooperation at all levels with the national office in conducting this review and implement recommendations as appropriate.

8. Fire Protection and Disaster Planning

Managers must ensure that every BLM owned or leased structure is free of dangers to the lives and safety of its occupants from fire, smoke, fumes or resulting panic. Fire protection and prevention practices include proper storage of flammable materials, minimizing the accumulation of combustible materials, and good housekeeping and procedures to assure the corridors and exits are not blocked or used for storage.

FY 2001 GOAL:

- " Flammable liquids will be stored inside approved flammable storage buildings or in approved flammable storage cabinets.
- " An emergency evacuation plan for each facility will be developed and disseminated to all employees. Evacuation procedures will be tested annually.
- " Employees will be selected and trained in fire prevention, reporting, and fire extinguisher use.
- " Policy will be established for good housekeeping, minimal accumulation of combustibles, waste minimization and keeping exits clear.

9. Motor Vehicle and Equipment Safety

Every effort will be made to reduce the frequency and severity of motor vehicle accidents statewide. A good motor vehicle safety record demands continuous attention and each supervisor must assure employees are responsible for safe driving. Motor vehicle and heavy equipment safety concerns must be expressed constantly at the Field level. An increased effort toward achieving an improved safety record in all areas must be realized.

FY 2001 GOAL:

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- " Operators of specialized vehicles and heavy equipment, or those required to operate in unusual environments, will be adequately trained and their proficiency tested by a written test, driving test, and documentation of the tests results.
- " The mechanical operating condition of vehicles and specialized equipment will be surveyed on a regular basis and any deficiencies will be corrected. Interval of survey will be determined by Management.
- " A process of accident investigation will be used to determine the reason for all accidents. Results will be used to determine the corrective actions necessary to prevent recurrence and improve on performance.

10. Visiting Public Safety and Health

The Bureau has a responsibility to provide the public with facilities that are free from recognized hazards. Those areas where we provide recreation facilities are particularly important in terms of liability. Developed visitor sites must be regularly reviewed for safety and health hazards. Specific procedures should be developed for all locations to effect meaningful hazard reduction. Safety should be a very important element in all plans for established and proposed recreation sites.

The Bureau's responsibility for visitor safety will be clearly stated by Management and expressed to all employees.

All visitor sites will be inspected and reviewed on a regular schedule for safety and health hazards. Procedures will be in place for informing the public, using recreation sites, of known hazards. Information will be disseminated to control hazard exposure and warn of danger.

All visitor accidents will be reported and analyzed.

11. Support and Oversight -- Other BLM Programs/Special Emphasis Programs

Safety personnel will provide general policy overview and technical assistance and support to those elements of the Safety and Health Program which are site specific, and selected by Management to be included in the Safety and Health facility plan. Safety and Health Plan examples are for Waterways, Air Quality, Fire and Aviation/Wildland/Prescribed Fire, Critical Incident Stress Management, American Disabilities Act, Hazardous Materials, Resource Management, Field Support Operations, Law Enforcement, Cadastral Survey, and Security Programs.